

**STATEMENT OF PURPOSE:**

The school nurse delegates school health services to appropriately trained and supervised staff, utilizing the Vermont Nurse Practice Act and the Vermont State Board of Nursing, associated Statute and Rules.

**AUTHORIZATION/LEGAL REFERENCE:**

26 V.S.A. § 1572 - Nursing

<http://legislature.vermont.gov/statutes/section/26/028/01572>

Vermont State Board of Nursing Position Statements:

THE ROLE OF THE NURSE IN DELEGATING NURSING INTERVENTIONS

<https://www.sec.state.vt.us/media/484500/PS-Role-of-Nurse-in-Delegating-Nursing-Interventions-2014-0414.pdf>

APRN/RN/LPN Scope of Practice Position Statement and Decision Tree

<https://www.sec.state.vt.us/media/710148/PS-APRN-RN-LPN-Scope-of-Practice-final-9-14-2015.pdf>

Education Quality Standards (2014)

[http://education.vermont.gov/documents/EDU-FinalEQS\\_AsAdopted.pdf](http://education.vermont.gov/documents/EDU-FinalEQS_AsAdopted.pdf)

Vermont Standards Board for Professional Educators - Rules Governing the Licensing of Educators and the Preparation of Educational Professionals, Rule Series 5100:

<http://education.vermont.gov/sites/aoe/files/documents/edu-educator-quality-licensing-rules-082217.pdf> (pg. 134-140)

**REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:**

Determine activities to be delegated based on State Board of Nursing delegation decision tree and on the nurse's assessment of:

- the health status and stability of the student
- the complexity of the task to be delegated
- the training and competency of the designated person to whom the task is to be delegated
- the proximity and availability of the school nurse to the designated person when the selected nursing task will be performed
- the school's policies and procedures
- access to supporting resources, i.e. medical care, emergency medical services, parent/primary care giver, other trained school staff

*Ensure that all delegated activities are documented by the person performing the delegated task.*

These health services shall be delivered in accordance with the school district's written policies and procedures, which shall be developed in collaboration with parents and community health resources (EQS, pg. 14, 2014).

**SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:**

Instruct LPNs and unlicensed assistive personnel (UAP) and document the instruction and assess the competency of the individual in providing the specified care and medication by the delegatee as needed.

Develop Individual Health Plan with written procedures.

Document ongoing review (include demonstration and evaluation of care) and supervision of LPNs and unlicensed assistive personnel and share with building supervisor for purpose of performance evaluations.

Inform families about the system of delegation as appropriate.

**NOTATION:** When the regular school nurse is absent from his/her regular work schedule:

- An RN substituting for the regular school nurse is functioning under the auspices of her/his own RN license. Both the regular SN and the substituting RN using nursing judgment, determines what additional information, support, and orientation is needed to ensure the safety of students and staff during those contracted hours.
- Delegation of health-related tasks by the school nurse to a person who is not a nurse should be done using clear written guidelines in compliance with state law and school rules and policies. The school nurse should utilize the most current Vermont Board of Nursing position statement on delegation (see: <https://www.sec.state.vt.us/professional-regulation/profession/nursing.aspx>). The task and written guidelines should be communicated and agreed upon by appropriate school leadership and staff prior to the performance of the task by the non-nurse staff member.

#### RESOURCES:

Foley, M. (2013). Health Services Management. Joint Statement on Delegation American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN): In J. Selekman (Ed.), *School Nursing: A Comprehensive Text (2nd Ed.)*. Philadelphia: F.A. Davis Company.  
[https://www.ncsbn.org/Delegation\\_joint\\_statement\\_NCSBN-ANA.pdf](https://www.ncsbn.org/Delegation_joint_statement_NCSBN-ANA.pdf)

Vermont State Board of Nursing - <https://www.sec.state.vt.us/professional-regulation/list-of-professions/nursing.aspx>

Schwab, N. & Gelfman, M.H., Legal Issues in School Health Services, Sunrise River Press, 2005  
Pg. 108-113; 148-149

Selekman, J. (Ed.). (2013). *School Nursing: A Comprehensive Text (2nd Ed.)*. Philadelphia, PA: F.A. Davis Company.

Spriggle, M.S. (2009). Developing a Policy for Delegation of Nursing Care in the School Setting. *The Journal of School Nursing*, 25 (2), 98-107.

National Association of School Nurses – [www.nasn.org](http://www.nasn.org)

- Principals for Practice: Nursing Delegation to Unlicensed Assistive Personnel in the School Setting (2014) Bobo, N.  
[https://portal.nasn.org/members\\_online/members/viewitem.asp?item=S081&catalog=MAN&pn=1&af=NASN](https://portal.nasn.org/members_online/members/viewitem.asp?item=S081&catalog=MAN&pn=1&af=NASN)
- The Use of Volunteers in School Health Services: Position Statement (2012)  
<http://files.eric.ed.gov/fulltext/ED540399.pdf>
- Role of the Licensed Practical Nurse/Licensed Vocational Nurse in the School Setting (Adopted June 2015) <https://schoolnursenet.nasn.org/blogs/nasn-profile/2017/03/13/role-of-the-licensed-practical-nurselicensed-vocational-nurse-in-the-school-setting>

- School-Sponsored Before, After and Extended School Year Programs: The Role of the School Nurse (Adopted January 2014) <https://schoolnursenet.nasn.org/blogs/nasn-profile/2017/03/13/school-sponsored-before-after-and-extended-school-year-programs-the-role-of-the-school-nurse>
- Unlicensed Assistive Personnel: Their Role on the School Health Services Team (Adopted January 2015) <https://schoolnursenet.nasn.org/blogs/nasn-profile/2017/03/13/unlicensed-assistive-personnel-their-role-on-the-school-health-services-team>

National Association of State School Nurse Consultants -- <http://www.nassnc.org/>

National Council of State Boards of Nursing -- <https://www.ncsbn.org/1625.htm>

### **SAMPLE POLICIES, PROCEDURES, AND FORMS:**

Sample Guidelines– Thank you to Dr. Janice Selekman for inclusion in this VT manual with written permission, NASN Executive Director, Donna J. Mazyck, MS, RN, NCSN. Received personal e-mail to Sharonlee Trefry, February 25, 2015

#### HEALTH SERVICES SUBSTITUTE INFORMATION CHAPTER HEADINGS

[http://portal.nasn.org/text/6905\\_W36\\_2\\_001.pdf](http://portal.nasn.org/text/6905_W36_2_001.pdf)

#### JOB DESCRIPTION FOR SCHOOL HEALTH ASSISTANT

[http://portal.nasn.org/text/6905\\_W40\\_2\\_001-002.pdf](http://portal.nasn.org/text/6905_W40_2_001-002.pdf)

#### DELEGATION/TEACHING FOR ANTICIPATED EMERGENCY RESPONSE AND SUPERVISION OF NURSING TASKS

[http://portal.nasn.org/text/6905\\_W40\\_3\\_001.pdf](http://portal.nasn.org/text/6905_W40_3_001.pdf)

#### SAMPLE NURSING/UNLICENSED ASSISTIVE PERSONNEL PERFORMANCE -EVALUATION TOOL

[http://portal.nasn.org/text/6905\\_W40\\_4\\_001-003.pdf](http://portal.nasn.org/text/6905_W40_4_001-003.pdf)

**Suggested Guidelines for a Substitute School Nurse (RN)**

**Qualifications:** A substitute school nurse (SN) must be currently licensed as a registered nurse in Vermont. Other non-medical personnel (also referred to as UAP) may cover basic first aid and/or administer medication as delegated by the school nurse. School staff regularly covering first aid duties for the school should be First Aid and CPR certified.

The school nurse shall prepare a manual or folder to be used by a substitute school nurse and the non-medical personnel or UAP.

The manual will provide the following:

- The organizational chart of the school showing line of responsibility
- List of administration, staff and teachers
- List of resource nurses available in the region and telephone numbers
- Layout of the school
- Responsibilities for the substitute
- School policies related to health and emergency preparedness protocols
- Class rosters with teacher's names and classroom locations
- List of students
  - a. with special health needs
  - b. On daily medication (i.e. name, dosage, time)
  - c. with life-threatening allergies
- Location of IHP's, protocols and procedures
- Important telephone numbers
- Process for notifying parents and sending ill students home
- Daily visit log/student files/emergency phone numbers for students
  - An appropriate level of access for documentation to the Electronic Health Record as determined by the School Nurse.
- Location of supplies (i.e. first aid, epinephrine, medications)
- Location of Vermont Standards of Practice: School Health Services Manual